

## **Appendix A**

# **Local Officials Disaster Response List**

# Local Officials Disaster Response List

If a disaster is beyond State and local capabilities and resources for effective response, the President may declare a major disaster or emergency. This measure makes extensive Federal assistance available, which imposes special obligations on State and local officials. The sequence of events may vary, depending upon the particular disaster.

## Sequence of Events

- ☐ Disaster occurs.
- ☐ Local response – emergency operations center activation – declaration of state of emergency.
- ☐ Continue emergency work – maintain documentation (labor, equipment, materials, contracts).
- ☐ Compile initial estimated damage. Report to the State emergency management agency.
- ☐ Evaluate needs and request State/Federal assistance.
- ☐ State/Federal survey of need – Preliminary Damage Assessment.
- ☐ Governor's request for Federal assistance.
- ☐ Presidential declaration.
- ☐ Designate applicant's agent.
- ☐ Attend Applicants' Briefing – submit *Request for Public Assistance*.

- ☐ Kickoff Meeting with Public Assistance Coordinator – discuss project formulation.
- ☐ Prepare *Project Worksheets* – work with the Public Assistance Coordinator.
- ☐ Address applicable Special Considerations (floodplain management, insurance, hazard mitigation, and compliance with environmental and historic preservation laws).
- ☐ Complete application for Federal funds.
- ☐ Maintain required documentation (labor, equipment, materials, contracts).
- ☐ Receive payment of small projects - Federal share and possibly State share.
- ☐ Complete approved disaster work within time allowed.
- ☐ Request final inspections.
- ☐ Submit documents for final inspection, program review, and close out.
- ☐ Receive reimbursement – final payment on large projects.
- ☐ Keep all documentation for three years after applicant closeout.